



## **Park Access Request**

**\*\*This form is to be used when requesting guest access to State Farm Park.\*\***

How to use this form:

- 1) Copy and paste all information below into a blank email.
- 2) Fill out all information for each guest you are requesting access.
  - A.) Additional lines can be added to the box by just hitting return each time you need to add
- 3) Send email with your information and guest information to [home.adsv-sfparkreserve.306a00@statefarm.com](mailto:home.adsv-sfparkreserve.306a00@statefarm.com)
- 4) Subject line of the email needs to read: **"Park Access, xx/xx, LAST NAME"**
  - A). Include the date of request
  - B). Populate last name of retiree requesting guest access
- 5) Fill in all requested information, incomplete forms will not be processed in a timely manner
- 6) Once you receive email confirmation, print and bring for Park access.
- 7) If a Shelter Reservation is needed, fill out the "Shelter Reservation" form, and follow instructions.

Retiree Name:

Home Mailing Address:

Location:

Phone #:

LAST NAME	FIRST NAME	CITY, STATE	Mark with an X if younger than 16	DATE FOR PARK ACCESS

### **Current Guest Policies**

Sunday through Thursday

Before 4:00 PM – 2 guests per employee

After 4:00 PM – 2 guests or a family unit per employee

Friday, Saturday & Holidays

Before 4:00 PM – NO GUESTS

After 4:00 PM – 2 guests or a family unit per employee

Office Staff requires two-week handling time when approving State Farm Park passes. This is a two-step approval process. HOME ADSV-SFPARKRESERVE will first approve the request then forward the request to Security for approval. Once you have a confirmation from [HOME.ADSV-PARKSECURITY.317100@STATEFARM.COM](mailto:HOME.ADSV-PARKSECURITY.317100@STATEFARM.COM) please bring the email confirmation for Park access.

By sending this request to Ad Services, I acknowledge that the request is for personal purposes and has no affiliation with an organization group. I understand that these guests will be accompanied by myself or a family member during their visit to State Farm Park. I will abide by the Park Reservation Guidelines as outlined on the [Retiree's - Bloomington Retiree Information](#) website.